



# THE SIAYA NATIONAL POLYTECHNIC

Shaping Creativity and Innovation



## CONSTITUTION OF THE TRAINEES' ORGANIZATION

2025



# THE SIAYA NATIONAL POLYTECHNIC

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## CONSTITUTION OF THE TRAINEES' ORGANIZATION 2025

SINAPTO/DOTA/CTO

*Office of the Dean of Trainees The Siaya National Polytechnic- KENYA*

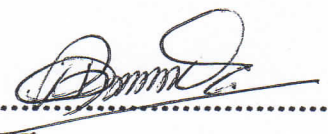
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**Document Approval**

Sign.......... Date 07<sup>th</sup> MAY 2026.....


**Celestine Achieng Ndega**

**President SINAPTO**

Sign.......... Date 07<sup>th</sup> May 2026.....

**Dr. Daniel O. Randa DHL**

**Principal/ Secretary Governing Council**

Sign.......... Date 07 May 2026.....

**Prof. Susan Kilonzo**

**Governing Council Chairperson**

**Controlled By**

**Dean of Trainee Affairs**

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## ABBREVIATIONS/ DEFINITION OF TERMS

<b>Ad hoc committee</b>	A temporary group of trainees created by the Council for a particular purpose as shall be necessary overtime.
<b>Aspirant</b>	A Trainee contesting in an election.
<b>By-Election</b>	An impromptu election conducted when an elective post remains vacant before the end of a Council's term.
<b>C. S</b>	Cabinet Secretary.
<b>D/P APD</b>	Deputy Principal Administration, Planning and Development.
<b>D/P ATA</b>	Deputy Principal Academics and Trainee Affairs.
<b>Council</b>	Body of trainee leaders
<b>GC</b>	Governing Council
<b>HOD</b>	Head of Department.
<b>I.E.C</b>	Independent Electoral Commission of the trainee Council.
<b>Impeachment</b>	Removal from office of a Council member by majority votes of the Senate House.
<b>IQAO</b>	Internal Quality Assurance Officer.
<b>MR</b>	Management Representative.
<b>Patron/Matron</b>	A staff member in-charge of a particular club or society.
<b>Senator</b>	A trainee leader representing an Academic Department.
<b>SINAPTO</b>	Siaya National Polytechnic Trainees' Organization.
<b>S.H</b>	Senate House.
<b>Trainee</b>	Any person who has duly signed the nominal roll and is registered into a programme of study into the institution.
<b>Trainer</b>	Instructor or a teacher in the Polytechnic.
<b>WITED</b>	Women in Technical Education and Development.
<b>TSNP</b>	The Siaya National Polytechnic

## VISION

To be a market leader and regional trendsetter in the provision of top-notch training, research, and innovation

## MISSION

To produce a specialized human resource with creative, innovative, and adaptive skills to face the challenges of globalization

## CORE VALUES

Creativity

Integrity

Professionalism

Social Responsibility

Teamwork

Equity

## **FOREWORD**

Siaya National Polytechnic is a technical and vocational institution operating under Technical and Vocational Education and Training (TVET) Act (No. 29 of 2013). The Institution is determined to ensure optimum academic satisfaction and welfare of all the registered trainees irrespective of their ethnic, religious, or economic backgrounds.

One way to obtain this is to, put in place mechanism and guidelines under which the trainee leadership should be governed i.e. the SINAPTO Constitution.

This Constitution shall be implemented in total adherence to the Siaya National Polytechnic Academic Policy, rules and regulations established by the Institution as well as Statutory and mandatory Government policies governing the technical and vocational training in Kenya.

**Dr. Daniel O. Randa DHL**  
**Chief Principal/Secretary Governing Council**

## **ACKNOWLEDGEMENT**

The SINAPTO leadership 2025/2026 and the office of the Dean of Trainee Affairs wish to thank the Governing Council, the Chief Principal, the entire Polytechnic's Management, Trainers, Non-Trainers and Trainees for the cooperation, guidance and support that has enabled the achievement of this Constitution.

**Celestine Achieng' Ndega**  
**SINAPTO President 2025**

# TABLE OF CONTENT

<b>ABBREVIATIONS/ DEFINITION OF TERMS.....</b>	<b>III</b>
<b>FOREWORD .....</b>	<b>V</b>
<b>ACKNOWLEDGEMENT .....</b>	<b>VI</b>
<b>CHAPTER ONE .....</b>	<b>1</b>
<b>INTRODUCTION .....</b>	<b>1</b>
ARTICLE 1: NAME AND ADDRESS.....	1
ARTICLE 2: SCOPE .....	1
ARTICLE 3: STATUS AND NATURE .....	1
ARTICLE 4: AIMS AND OBJECTIVES OF SINAPTO COUNCIL .....	2
ARTICLE 5: MEMBERSHIP .....	2
<i>Section 1: Membership.....</i>	<i>2</i>
<i>Section 2: Cessation and Suspension of membership.....</i>	<i>2</i>
ARTICLE 6: RIGHTS OF A MEMBER.....	3
ARTICLE 7: OBLIGATIONS OF MEMBERS.....	3
<b>CHAPTER TWO .....</b>	<b>4</b>
<b>SINAPTO COUNCIL .....</b>	<b>4</b>
ARTICLE 1: COMPOSITION OF SINAPTO COUNCIL .....	4
<i>Section 1: The Executive.....</i>	<i>4</i>
<i>Section 2: Cabinet Secretaries.....</i>	<i>4</i>
<i>Section 3: Departmental Senators .....</i>	<i>4</i>
<i>Section 4: Governors .....</i>	<i>4</i>
<i>Section 5: Class Representatives .....</i>	<i>4</i>
ARTICLE 2: GENERAL DUTIES AND RESPONSIBILITIES OF THE SINAPTO COUNCIL .....	4
ARTICLE 3: ROLES AND RESPONSIBILITIES OF THE COUNCIL MEMBERS .....	6
<i>Section 1: Executive.....</i>	<i>6</i>
<i>Section 2: Cabinet Secretaries .....</i>	<i>9</i>
<i>Section 3: The Senate .....</i>	<i>11</i>
<i>Section 4: Hostel Governors .....</i>	<i>13</i>
<i>Section 5: Governor Special Needs.....</i>	<i>13</i>
<i>Section 6: Class Representatives .....</i>	<i>13</i>
<b>CHAPTER THREE.....</b>	<b>14</b>
<b>ELECTIONS .....</b>	<b>14</b>
ARTICLE 1: GENERAL PRINCIPLES .....	14
ARTICLE 2: ELECTORAL COMMISSION .....	14
<i>Section 1: Composition of Independent Electoral Commission (I.E.C).....</i>	<i>14</i>
<i>Section 2: Functions of Independent Electoral Commission (I.E.C).....</i>	<i>17</i>
ARTICLE 3: ELECTION RULES .....	18
ARTICLE 4: CLEARANCE, CAMPAIGNS AND DISQUALIFICATION OF CANDIDATES. ....	19
<i>Section 1: Clearance.....</i>	<i>19</i>
<i>Section 2: Campaigns .....</i>	<i>19</i>

<i>Section 3: Disqualification of Candidates</i> .....	20
ARTICLE 5: VOTING PROCESS .....	21
ARTICLE 6: ELECTIVE POSTS .....	21
ARTICLE 7: PETITION COMMITTEE .....	21
ARTICLE 8: ROLES OF THE PETITION COMMITTEE .....	22
ARTICLE 9: PETITION CONDITIONS .....	22
ARTICLE 10: BY-ELECTIONS.....	22
ARTICLE 11: SWEARING-IN OF THE ELECTED COUNCIL.....	23
ARTICLE 12: VOTER ELIGIBILITY .....	23
ARTICLE 13: ASPIRANT ELIGIBILITY .....	23
<b>CHAPTER FOUR .....</b>	<b>25</b>
<b>MEETINGS .....</b>	<b>25</b>
ARTICLE 1: TRAINEES COUNCIL MEETINGS .....	25
ARTICLE 2: GENERAL RULES ABOUT THE MEETING .....	25
ARTICLE 3: LIAISON MEETINGS .....	25
<b>CHAPTER FIVE .....</b>	<b>26</b>
<b>FINANCES OF THE ORGANIZATION.....</b>	<b>26</b>
ARTICLE 1: SOURCES OF FUNDS .....	26
ARTICLE 2: MANAGEMENT AND USE .....	26
<i>Section 1: Expenditure</i> .....	26
<i>Section 2: Financial Books of Accounts</i> .....	27
<i>Section 3: Reserved Funds/Consolidated Funds</i> .....	27
<i>Section 4: Signatories To The Organization Account</i> .....	27
<i>Section 5: Allowances And Remuneration For Council Members</i> .....	27
<i>Section 6: Distribution of Allowances And Remuneration</i> .....	28
<b>CHAPTER SIX .....</b>	<b>29</b>
<b>STANDING ORDER.....</b>	<b>29</b>
ARTICLE 1: DISCIPLINE OF THE COUNCIL .....	29
ARTICLE 2: COMPOSITION OF <i>AD HOC</i> COMMITTEES .....	29
ARTICLE 3: CONDUCT OF <i>AD HOC</i> COMMITTEES .....	29
ARTICLE 4: ADVISORY COMMITTEE .....	30
<i>Section 1: Composition of the Advisory Committee</i> .....	30
<i>Section 2: Functions of Advisory Committee</i> .....	30
ARTICLE 5: RED CARD/FLAG ON UNETHICAL PRACTICE .....	30
ARTICLE 6: VOTE OF NO CONFIDENCE .....	31
ARTICLE 7: PROCEDURE FOR DISMISSAL OF A COUNCIL MEMBER .....	31
<b>CHAPTER 7 .....</b>	<b>32</b>
<b>CLUBS AND SOCIETIES.....</b>	<b>32</b>
ARTICLE 1: FORMATION OF CLUBS AND SOCIETIES .....	32
ARTICLE 2: RULES FOR CLUBS AND SOCIETIES .....	33
ARTICLE 3: MANAGEMENT OF CLUBS AND SOCIETIES.....	33
ARTICLE 4: GENERAL CONDUCT OF CLUBS AND SOCIETIES .....	33
ARTICLE 5: DISSOLUTION OF CLUBS AND SOCIETIES .....	33

ARTICLE 6: CLUBS AND SOCIETIES SOURCES OF FUNDS.....	33
<b>CHAPTER 8.....</b>	<b>35</b>
<b>REVIEW OF THE CONSTITUTION.....</b>	<b>35</b>
ARTICLE 1: REVIEW OF THE CONSTITUTION .....	35
<i>Section 1: Minor Review.....</i>	<i>35</i>
<i>Section 2: Major Review.....</i>	<i>35</i>
ARTICLE 2: COMPOSITION OF THE MAJOR REVIEW COMMITTEE.....	35
<b>GENERAL POINTS.....</b>	<b>36</b>
<b>PRIVILEGES OF ORGANIZATION LEADERS.....</b>	<b>36</b>
<b>SINAPTO E-ELECTION PROCESS .....</b>	<b>Appendix i</b>
<b>SINAPTO Election Clearance form .....</b>	<b>Appendix ii</b>
<b>SINAPTO Election Result form.....</b>	<b>Appendix iii</b>
<b>SINAPTO Oath of Office.....</b>	<b>Appendix iv</b>
<b>Clubs &amp; Society Membership form .....</b>	<b>Appendix v</b>
<b>Clubs &amp; Societies prosperity Declaration form .....</b>	<b>Appendix vi</b>
<b>The Constitution Review Committee.....</b>	<b>Appendix vii</b>

## **CHAPTER ONE**

### **INTRODUCTION**

#### **ARTICLE 1: NAME AND ADDRESS**

The Siaya National Polytechnic Trainees' Organization (SINAPTO) shall be called so and is founded on principles of good governance and leadership through democratic leadership by ensuring team participation, transparency, accountability, Separation of powers, respect for fundamental human rights and freedom, independence of SINAPTO Council which shall be in consistence with the Constitution of Kenya, the Institute's Policies and TVET Act Regulations of 2015 Section 14 (d).

The Siaya National Polytechnic Trainees' Organization shall have its own office at the Polytechnic main Campus with the following address;

#### **THE SIAYA NATIONAL POLYTECHNIC TRAINEES' ORGANIZATION**

**P.O BOX 1087-40600**

**SIAYA**

E-mail:

[sinapto@siayapolytechnic.ac.ke](mailto:sinapto@siayapolytechnic.ac.ke)

#### **ARTICLE 2: SCOPE**

The SINAPTO constitution shall cover:

- i. All the Academic Departments Senator
- ii. SINAPTO Finance
- iii. Clubs and Societies
- iv. Discipline of Trainees
- v. Trainees' welfare.

#### **ARTICLE 3: STATUS AND NATURE**

The organization shall develop a constitution stating out clearly.

- i. The officials of the Organization.
- ii. Duties and powers of the Officials.
- iii. The frequencies and regulations of meetings.
- iv. The purpose to which funds of the Organization are to be applied.
- v. Monitor training activities and academic progress in the institution.

The Organization shall be apolitical in nature and shall be geared towards serving The Siaya National Polytechnic Trainees and the Community.

#### **ARTICLE 4: AIMS AND OBJECTIVES OF SINAPTO COUNCIL**

- i. Promote academic excellence and social welfare of the trainees.
- ii. Unite the entire trainees' body and create a sense of belonging among the trainees.
- iii. Liaise and foster the cooperation between members, staff and polytechnic Administration.
- iv. Promote national unity and embrace diversity of culture, race and religion.
- v. To promote cordial fora for decision making, dialogue and negotiation with the relevant authorities on all matters affecting all aspects of the welfare of polytechnic trainees, both social and academic.
- vi. Encourage scientific, technological and educational progress for Siaya National Polytechnic.
- vii. To further the integration of Persons with Disability in Siaya Polytechnic and the community.
- viii. To support National values, cohesion and integration as entrenched in the Constitution of Kenya 2010.

#### **ARTICLE 5: MEMBERSHIP**

##### **Section 1: Membership**

- i. All trainees of Siaya Polytechnic are bonafide members of SINAPTO.
- ii. Each trainee shall pay a termly subscription of Kshs 300 or as approved by the Governing Council from time to time.

The amount will be subject to verification by the CS Finance on termly basis with permission from the Administration through the Dean's Office.

##### **Section 2: Cessation and Suspension of membership**

###### **1. Membership Terminates;**

- i. Upon completion of study in the Polytechnic.
- ii. On expulsion from the polytechnic.
- iii. Upon death.
- iv. Upon voluntary termination of studies.
- v. Where a trainee officially transfers to another Institution.
- vi. Upon discontinuation or deregistration from an Academic Programme.

## **2. Suspension of Membership**

A member shall be suspended from the Organization for any or all of the following reasons:

- i. Upon deferment of course of training.
- ii. When not reported for the session/term and also not on industrial attachment.
- iii. When the trainee is serving a term/duration suspension.

### **ARTICLE 6: RIGHTS OF A MEMBER**

A member shall be entitled to the following rights within the Rules and Regulations of Siaya Polytechnic:

- i. Right to access the facilities and services offered by the Polytechnic provided that such access shall not be through unlawful means.
- ii. Right to representation within the Council
- iii. Right to contest for any post in the Council upon attaining the minimum acceptable qualifications.
- iv. Right to initiate a vote of no confidence against any Council member as stipulated in Chapter 6 Article 6 of this Constitution.
- v. Right to be a member of any club or society registered in Siaya Polytechnic.
- vi. Right to vote if duly registered for the session/term or on Industrial attachment.
- vii. Right to trainee's identification card and any other Polytechnic's registration document.

### **ARTICLE 7: OBLIGATIONS OF MEMBERS**

- i. All members and office bearers shall respect one another.
- ii. All members shall respect one another's property within and outside the polytechnic.
- iii. All members shall protect and respect the Polytechnic's property.

## CHAPTER TWO

### SINAPTO COUNCIL

#### ARTICLE 1: COMPOSITION OF SINAPTO COUNCIL

##### Section 1: The Executive

- i. The President.
- ii. The Deputy President.
- iii. Secretary General.
- iv. Women Representative
- v. Cabinet Secretary Finance
- vi. Cabinet Secretary Education
- vii. Senate Speaker

##### Section 2: Cabinet Secretaries

- i. Cabinet Secretary Environment, Health and Natural Resources.
- ii. Cabinet Secretary Sports and Creative Arts.
- iii. Cabinet Secretary Entertainment and Social Affairs.

##### Section 3: Departmental Senators

Every Academic Department will be represented by a Senator.

##### Section 4: Governors

- i. Governor Special Needs
- ii. Governor Male Hostel
- iii. Governor Female Hostel

##### Section 5: Class Representatives

A Class Representative will represent his/her respective class in session/term.

#### ARTICLE 2: GENERAL DUTIES AND RESPONSIBILITIES OF THE SINAPTO COUNCIL

- i. To promote cohesion and unity of purpose irrespective of background, status, region, culture, gender and all other individual affiliations.
- ii. To protect and uphold the constitution of the organization.
- iii. To protect, maintain and conserve the environment.

- iv. To protect and take good care of the Institution's property.
- v. To take part in SINAPTO elections and legal conduct of the same.
- vi. To encourage members to participate in local and national functions hence creating awareness and exposure among the trainees.
- vii. To encourage and promote the development of prudent leadership qualities among the trainees.
- viii. To mobilize the creative abilities of the trainees by coordinating the formation of clubs and societies.
- ix. To ensure prudent utilization of the organization's funds to the best interest of the trainees' body.
- x. To enhance communication and coordination among the trainees.
- xi. To ensure that all of the Institute's Procedures and Policies are followed while handling the various issues as regards the institutes' overall management.
- xii. In consultation with the Dean of Trainee Affairs, organize a well-structured welfare organization for trainees in case of any eventualities that may arise from time to time.
- xiii. To coordinate the formation of clubs and societies.

## **ARTICLE 3: ROLES AND RESPONSIBILITIES OF THE COUNCIL MEMBERS**

### **Section 1: Executive**

#### **a) President**

He/ She shall;

- i. Be a symbol of unity of the trainees' body in and out of the Institution.
- vii. Be the spokesperson of SINAPTO in consultation with the Secretary General.
- iii. Link the trainees and the administration in all respects.
- iv. Coordinate trainee's activities through the Council.
- v. Chair the Executive and Council meetings.
- vi. Be an automatic member of the Advisory committee.
- vii. Call emergency SIPNAPTO meetings if and when necessary, in consultation with the polytechnic administration.
- viii. Promote safety and security of all the trainees.
- ix. Be a Signatory to the organization's accounts.
- x. Shall be the custodian of the SINAPTO email in conjunction with any designated official.

**b) The Deputy President**

He/ She shall;

- i. Carry out all duties of the President in his/her absence.
- ii. Chairs ad hoc committees.
- iii. Oversee the implementation of SINAPTO Constitution.
- iv. Work with the administration to ensure the discipline and good morals of the trainees.
- v. Shall be the custodian of the SINAPTO email.
- vi. Undertake any other duties as delegated by the President.

**c) The Secretary General**

He/ She shall;

- i. Take minutes in Council meetings.
- ii. Keep and maintain records of minutes, assets and liabilities of the Council.
- iii. Print Notice of Council meetings after consulting with the President.
- iv. Deal with general matters of the Council.
- v. Be a member of the Advisory committee.
- vi. Maintain the Council office and be responsible for the safe custody for all the items in the office.
- vii. Identify and prepare venue for Council meetings.
- viii. Liaise with the President in setting of dates for meetings of the council.
- ix. Shall act as the chief advisor of the council.
- x. Be the spokesperson of the SINAPTO council.
- xi. Shall be the organization's interpreter of the Constitution.
- xii. Shall be a co-signatory to the organization's account/ accounts.
- xiii. Shall always liaise with the Dean of Trainee of Affairs on the expenditure of the Council's Funds.
- xiv. Shall be the responsible for the SINAPTO email.
- xv. Perform any other duty as assigned by the Council.

**d) Cabinet Secretary Finance**

He/ She shall;

- i. Be a co-signatory to the organization's account/accounts.
- ii. Be responsible and have the mandate to give financial reports at every meeting/forum.
- iii. Be the financial manager hence control the expenditures and revenues of the organization.
- iv. Ensure safe keeping of the organization's funds and books of accounts.
- v. Advise the Council on financial matters.
- vi. Plan Council activities.
- vii. Perform any other duty as assigned by the council.

**e) Cabinet Secretary Education**

He/she shall;

- i. Have the responsibility to fully present all academic affairs to the Administration.
- ii. Be a link between trainees and the Administration on issues pertaining to Academics.
- iii. Be a member of the Advisory committee.
- iv. Channel and take part in solving all problems pertaining to Academic welfare of SINAPTO members.
- v. Coordinate the collection and forwarding of weekly Academic reports from Class Representatives to the IQAO.
- vi. Work closely with HOD's to organize and coordinate academic programme including excursions.
- vii. Advocate for integrity and high Academic standards among the members.
- viii. Promote awareness among the members regarding trainee related policies, procedures and regulation of the Institute.
- ix. Perform any other duty as assigned by the Council.

**f) Women Representative**

She shall;

- i. Present ladies' issues to the Council for deliberations.
- ii. Champion Gender equality among all trainees.
- iii. Work hand in hand with the hostel governors to ensure the welfare of the boarders.
- iv. Be a member of the Advisory committee.
- v. Champion Gender mainstreaming in the Institution.
- vi. Work hand in hand with the Guidance and Counselling coordinator.
- vii. Promote Women in Technical Education and Development (WITED) objectives within the Institution.
- viii. Perform any other duty as assigned by the Council.

**Section 2: Cabinet Secretaries**

**a) Cabinet Secretary Environment, Health and Natural Resource**

He/She shall;

- i. Work with the Caterers to ensure that both food and beverages are of good quality and are provided in good time.
- ii. Bring to the attention of the Administration any emergency concerning medical and health issues.
- iii. Ensure proper handling of food and cleanliness in the kitchen facility.
- iv. Work closely with the Dean of Trainee Affairs and Health officer to sensitize trainees on health risks and make sure that preventive measures are taken.
- v. Collaborate with the Governors to ensure high and safety hygiene standards are maintained in hostels and its environs at all times.
- vi. Liaise with the Dean of Trainee Affairs to ensure that the clinic is well equipped and  
Clinic Nurse is available when needed.
- vii. Respond to all environmental issues affecting the Institute.
- viii. Ensure that all Polytechnic facilities are in good condition for use by trainees at all times

- ix. Work with the Foreman to ensure all taps are in a good working condition and ensure adequate benches outside for resting/relaxation and the general cleanliness of the Institution.
- x. Perform any other duty as assigned by the Council.

**b) Cabinet Secretary Sports and Creative Arts.**

He/She Shall:

- i. Coordinate all sporting and creative arts programmes.
- ii. Be responsible for organizing the co-curriculum activities including friendly matches with the help of Sports Coordinator.
- iii. Be responsible for the good care and prudent management of all sports and creative arts equipment and material.
- iv. Shall advocate through Sports Coordinator to ensure that the necessary training facilities are in place.
- v. Shall liaise with the captains in handling and solving grievances related to sports and creative arts reporting the progress to the Dean of Trainee's Office from time to time.
- vi. Shall propose to the Sports Coordinator on the acquisition of sports equipment.
- vii. Ensure equal rights of team members in all aspects.
- viii. Perform any other duty as assigned by the Council.

**c) Cabinet Secretary Entertainment and Social Affairs.**

He/She Shall:

- i. Be responsible for entertainment facilities and equipment.
- ii. Organize and co-ordinate various entertainment for the trainees as programmed by the Dean of Trainee Affairs.
- iii. Ensure peace and discipline during the entertainment events among trainees.
- iv. Coordinate clubs and societies within the Institution.
- v. Ensure equal rights for all registered club members.
- vi. Ensure the creation of an environment that appreciates cultural diversity within the Polytechnic.

- vii. Liaise with the Dean of Trainee Affairs office to ensure trainees with serious welfare problems get assistance.
- viii. Observe and monitor the clubs and societies elections.
- ix. Perform any other duty as assigned by the Council.

### **Section 3: The Senate**

The Senate consists of the Speaker (who is the 1<sup>st</sup> runner-up in the Presidential Election), Departmental Senators and CS Education when called upon.

#### **a) Duties of The Senate House**

- i. Act as a watchdog to the Council operations including funds and advise accordingly.
- ii. Summon any member of the Council on disciplinary grounds.
- iii. Investigate cases of corruption within the Council for further action as required by law.
- iv. Pass a vote of no confidence against any member of the Council on sufficient grounds of indiscipline.
- v. Deliberate on issues forwarded to them by the Governing Executive Council, the Class Representative(s) and the committees formed by the Governing Council.
- vi. Approval of the SINAPTO budget.
- vii. Approval of the Council Committees.
- viii. Elect a Speaker in case there is a tie in the 1<sup>st</sup> runner-up in the Presidential vote.

#### **b) Speaker of the Senate**

Without prejudice to the above, functions of the speaker shall include;

- i. Chairing Senate meetings/ debates.
- ii. Representing senators in the Executive meetings.
- iii. Ensuring the due observance of standing orders in the senate.
- iv. Maintaining law and order in the Senate House.
- v. Supervising/ reprimanding Senators to ensure they are discharging their duties responsibly and in full accordance to their mandate.
- vi. Overseeing a vote of no confidence of any member of the Senate House or the Council.
- vii. Effecting matters to vote and announcing the results of the votes.

viii. Disseminating to the Council matters needing and requiring their attention.

**c) Senators**

- i. Shall co-ordinate Academic and social welfare of the trainees in the respective Departments.
- ii. Shall present Departmental grievances to the HODs.
- iii. Shall represent the Department in Council meetings.
- iv. Shall work with Class Representatives and Trainers to ensure class attendance are adhered to by the trainees and trainers.
- v. Shall ensure trainees issues in the Department are addressed accordingly.
- vi. Shall help instill accountability in taking care of tuition rooms and facilities in their Departments.
- vii. Shall collect lesson attendance registers from Class representatives and submit to IQAO weekly.

**d) Standing Order of the Senate.**

- i. The Senate House (S.H) shall meet three times in a term.
- ii. The quorum for the S.H meeting shall be two thirds (2/3) of the total members of the S.H.
- iii. Every meeting of the S.H shall be called within a five (5) days' Notice writing to every member and be accompanied by the Agenda drawn by the Speaker in consultation of the Executive Council.
- iv. In case of any emergency, the SINAPTO President shall call the meeting.
- v. Where the Speaker cannot give notice of a meeting, the CS Education may convene the meeting.
- vi. Where the Speaker of S.H or the CS Education is not able to call a meeting upon being requested to do so, a Notice signed by two thirds (2/3) of the total members of Senate House (S.H) may convene a meeting and appoint a chairperson for the meeting. Such notice shall be served to the substantive chairperson at least forty-eight (48) hours before the meeting is convened.
- vii. The Senate House (S.H) may at its discretion establish or dissolve any standing or any other committees as it may from time to time deem fit.
- viii. All decisions of the Senate House (S.H) shall be by secret voting or consensus of two thirds (2/3) of the members present.

- ix. Voting shall be by the secret ballot when electing the Speaker of the S.H upon resignation of the sitting Speaker.

#### **Section 4: Hostel Governors**

Hostel Governors must be residents of the said Hostel.

- i. Shall be responsible for cleanliness of the hostel.
- ii. Shall be in- charge of the hostels and its environs.
- iii. Shall respond to safety issues within the hostels.
- iv. Shall submit boarding reports/needs to the Dean of Trainees and the Council every week/ at meetings.
- v. Shall forward boarders indiscipline cases to the Dean's Office for appropriate action.
- vi. Shall enforce boarding rules and regulations to boarders.

#### **Section 5: Governor Special Needs**

- i. Shall champion the rights of trainees with special needs abled differently as guided by the polytechnic rules and regulations.
- ii. Shall advocate for facilities that favour their stay in the polytechnic.
- iii. Shall in liaison with the Senators, provide data of trainees with special needs abled differently to the Dean of Trainee affairs termly.

#### **Section 6: Class Representatives**

##### **a) Appointments**

Appointment of Class Representatives shall be done by all members of the class and overseen by the Departmental Senator and approved by the Head of Department.

##### **b) Roles**

- i. Shall coordinate lectures and class attendances.
- ii. Shall make sure the class attendance registers are well marked for onward submission to the Internal Quality Assurance Officer (IQAO) as required.
- iii. Chair class meetings and submit the matters to the Departmental Senators.
- iv. Consult with the Head of Department on issues concerning their respective classes.

## CHAPTER THREE

### ELECTIONS

#### ARTICLE 1: GENERAL PRINCIPLES

- i. The electoral system is based on the right of all eligible trainees to vote and vie for the elections of executive, ministerial and other positions in the organization, clubs and societies.
- ii. General elections for office bearers for the Trainees Council shall be held once in a year within the first quarter of the calendar year.
- iii. The Council shall be dissolved by the secretary to IEC (Dean of Trainee Affairs) at the time of handing over.
- iv. Elections shall be free and fair.
- v. Elections shall be conducted by Independent Electoral Commission (IEC) appointed by the Principal.
- vi. A representative from an external professional registered body shall monitor the voting process for free and fair elections.
- vii. Authority card/document from the Administration and/or National IDs shall be produced for verification before casting votes.
- viii. The primary voting system shall be conducted electronically with a manual backup in case of electronic system failure/malfunction.

**NB: Refer to Appendix I**

#### ARTICLE 2: ELECTORAL COMMISSION

##### Section 1: Composition of Independent Electoral Commission (I.E.C)

- i. Chair - (elected from among the staff in v & vi below)
- ii. Dean of Trainees Affairs – Secretary
- iii. Deputy Principal ATA – Returning Officer
- iv. Registrar ATA – Presiding Officer
- v. 3 HODs and 3 Trainers – Election Officials and Clerks.
- vi. 5 Non-Technical Staff – Election Officials and Clerks.
- vii. 2 Trainee Representatives.

## **NOTE:**

The Principal shall appoint all the IEC members once the committee is constituted as above.

The trainee representatives shall be appointed by the commission upon verification by the Dean of Trainees.

### **a) Roles of the Chair**

He/She Shall:

- i. Chair Commission meetings.
- ii. Establish the Agenda for the Commission meetings in consultation with the Commission Secretary.
- iii. Ensure that the Commission's decisions are duly implemented as deliberated.
- iv. Ensure that the business of the Commission is well organized and that the Commission discharges its duties smoothly and efficiently.
- v. Ensure that all the members are fully involved and informed of any business issues on which a decision has to be taken.
- vi. Be the spokesperson for the Commission;
- vii. Ensure that the Commission regularly evaluates its work.
- viii. Work closely with the Commission Secretary to ensure at all times the Commissioners are fully facilitated to perform their respective duties.

### **b) Roles of the Secretary**

He/She Shall:

- i. Ensure that the Commission functions effectively, this entails providing the Commissioners with reports, relevant Committee minutes and other background materials prior to the date of the meeting/meetings.
- ii. Prepare and circulate minutes of the Commission's meetings.
- iii. Coordinate the induction of new Commissioners, and together with the Chairperson, develop mechanisms for providing continuous education and training for commissioners in order to improve and maintain the effectiveness of the Commission.
- iv. Through the guidance of the Commission, develop a Calendar of Events for the Commission and address other strategic and administrative issues.
- v. Provide guidance and advise the Commission on matters of ethics and good corporate governance.

- vi. Maintain a register of disclosures of interest with respect to each Commissioner as required by the leadership and Integrity Act.

**c) Roles of the Returning Officer**

He/She Shall:

- i. Announce election results in a designated electoral unit.
- ii. Sign the official results declaration forms.
- iii. Declare the winner in a given post/position.
- iv. Sign and issue an official certificate to the winner.
- v. Determine disputed votes.

**d) Roles of the Presiding Officer**

He/She Shall:

- i. Control and monitor the admission into the polling station.
- ii. Assist voters who may require assistance.
- iii. Controls the flow of voters in the polling stations.
- iv. Supervise polling officials.
- v. Ensure the security of election materials.
- vi. Administer the oath of secrecy to voter assistants.
- vii. Brief the agents on their roles and responsibilities at the polling station before polling commences.
- viii. Provide information on the number of registered voters and voter turnout at the polling station.
- ix. Regularly update the Returning Officer on the voter turnout and any other emergencies that may occur during the polling exercise.
- x. Count and tally votes cast in the case of manual voting.
- xi. Hand over the official results to the Returning Officer at the tallying center.
- xii. Perform any other duties assigned by the Returning Officer.

**e) Roles of the Election Officials and Clerks**

He/She Shall:

- i. Prepare the polling station for polling day.

- ii. Verify the voter's name and ID (Trainee ID, the National ID or any other legal form of identification) in the nominal roll.
- iii. Identify a voter electronically.
- iv. Issue ballot papers to voters in the case of manual voting.
- v. Mark voters to show that they have voted.
- vi. Ensure the security of election materials under their custody.
- vii. Ensure that voters vote in secrecy and place their ballot papers in the (correct) ballot box.
- viii. Performs any other duties assigned by the Commission.

**f) Roles of the Trainee Representatives.**

He/She Shall:

- i. Prepare the polling station for polling day. By
  - a. Setting up and demarcating the polling station.
  - b. Ensuring the polling place is clean and tidy.
  - c. Setting up polling booths.
- ii. Put up signs, statutory notices, voter instructions and make sure they are visible.
- iii. Manage queues and direct voters to respective polling stations.
- iv. Perform any other duties assigned by the Commission.

**Section 2: Functions of Independent Electoral Commission (I.E.C)**

The commission shall be responsible for;

- i. Drafting SINAPTO election Calendar
- ii. Vetting of the applicants
- iii. Conducting interviews of successful applicants.
- iv. Publishing the names of successful cleared candidates.
- v. Verification of voters.
- vi. Conducting and supervising Elections process and Referenda.
- vii. Vetting of candidate's agents.
- viii. Conducting free and fair elections.

- ix. Prudent Management of election funds.
- x. Oversee the campaign process.

**NOTE:**

The Electoral Commission shall be an independent body that conducts its work in accordance with the institutional policy and the constitution.

**ARTICLE 3: ELECTION RULES**

- i. Various SINAPTO posts shall be applied for through the Polytechnic portal or in writing by eligible trainees who have shown interest and should not be influenced by outside forces to vie.
- ii. For executive posts, the interested trainees must be taking Level 6 or Diploma course within the polytechnic.
- iii. Eligible candidates must have been a trainee in the Polytechnic for at least one term/session and must have at least two terms to the summative exams.
- v. Electoral commission in consultation with the Principal and trainee council may incorporate measures in the rules and regulations of elections to enhance competitiveness, gender equality and provide an enabling environment for obtaining quality leadership after the elections.
- vi. There shall be live debates (“Kamukunji”) for candidates cleared to contest in the various positions.
- vii. The applicants shall be vetted in the following areas:
  - a) Eligibility
  - b) Discipline
  - c) Academic performance
  - d) Class attendance
  - e) Fee arrears and any other areas as shall be decided upon by the administration or the IEC.
- viii. The contesting trainee must resign from holding any other post in the clubs or societies before submitting his/her application to IEC.
- ix. The casting of votes shall be through electronic voting or by secret ballot in case of manual voting.

**ARTICLE 4: CLEARANCE, CAMPAIGNS AND DISQUALIFICATION OF CANDIDATES.**

**Section 1: Clearance**

- i. The Applicant shall do an online application and attach all the relevant documents.
- ii. In case of manual application, the candidate shall be issued with a form for departmental clearance from the Dean of Trainees Affairs Office. The form is to be returned to the Dean's Office after its completion on a date stipulated by the commission. (Article 4, Section 1(iv))
- iii. IEC shall do the vetting of the applicants and conduct interview of the successful Applicants.

- iv. IEC shall clear the candidates following the laid down regulations and may rely on reports from the H.O.D's where the candidates belong and the Disciplinary committee/Academic reports/ Recommendations on the individual candidates to reach an acceptable decision.
- v. List of qualified candidates shall be published by the IEC. Only cleared candidates can source for votes to support their candidature.
- vi. In case of any dissatisfaction with the decision made at any point in this process, an applicant can appeal to the Petitions Committee in writing.

## **Section 2: Campaigns**

- i. Any form of campaigns must not interfere with the lecture time/times.
- ii. Campaign time shall be from 4:00PM to 8:00PM both within and outside the Institute's premises.
- iii. All campaign sessions must be peaceful and orderly.
- iv. Live debate ("Kamukunji") shall be conducted as provided for in the calendar of events under the supervision of IEC.
- v. Each contestant must submit to the commission names of two agents who are eligible trainees.
- vi. The agents and the contestants must manage their campaigners to strictly observe the election rules and regulations.

## **Section 3: Disqualification of Candidates**

The candidate may be disqualified as a result of not observing the following electoral rules subject to evidence:

- i. Campaigning earlier or later than the stipulated time.
- ii. Failing to appear in person for an interview by the IEC.
- iii. Behaving contrary to Polytechnic Rules and Regulations.
- iv. An aspirant maybe disqualified if his/her team gets into violent misconduct.
- v. Indecent behavior such as drunkenness, smoking intoxicating substances and use of narcotics.
- vi. Bribing of voters shall lead to automatic disqualification of the candidate.
- vii. If a candidate is time barred i.e. not going/following the election time table.
- viii. Campaigning and bribing of voters on the voting day.
- ix. Bringing outsiders to campaign for them within the Polytechnic's premises.

## **ARTICLE 5: VOTING PROCESS**

- i. Mode of voting shall be;
  - a) E-election voting or Secret ballot voting
- ii. Elections shall commence at 8:00AM and end at 3:00PM but those in the queue within the said time limit shall be allowed to vote.
- iii. Election results shall be announced immediately after tallying process is completed and verified.
- iv. The election results shall be announced at the tallying center.
- v. Any appeal shall be made between 8:00AM and 4:00PM each day up to the third (3<sup>rd</sup>) working day after the results have been announced.

## **ARTICLE 6: ELECTIVE POSTS**

In the elections, candidates to be elected shall be;

- i. The President.
- ii. The Deputy President.
- iii. Secretary General.
- iv. Women Representative.
- v. Cabinet Secretary Finance.
- vi. Cabinet Secretary Education.
- vii. Cabinet Secretary Environment, Health and Natural Resources.
- viii. Cabinet Secretary Sports and Creative Arts.
- ix. Cabinet Secretary Entertainment and Social Affairs.
- x. Governor male hostel.
- xi. Governor female hostel.
- xii. Governor special needs.
- xiii. Departmental Senators.

## **ARTICLE 7: PETITION COMMITTEE**

Appointed by the Principal and shall consist of:

- i. Deputy Principal APD – Chair.
- ii. Register APD – Secretary.
- iii. IQAO.

- iv. A Patron/Matron of a faith-based organization.
- v. One Non-Technical Staff (must not be a member of the IEC).

#### **ARTICLE 8: ROLES OF THE PETITION COMMITTEE**

Petition committee shall receive, hear and decide on a petition within 10 days upon receipt of the petition(s).

- i. Receive petition(s).
- ii. Document and investigate the grounds for the petition(s).
- iii. Invite the petitioner(s) in writing.
- iv. Hear and determine the petition(s).
- v. Call any witnesses where necessary.
- vi. Give a ruling on whether to confirm or nullify the results.
- vii. Communicate the decision in writing to the petitioner(s) and IEC.

#### **NOTE:**

Petition committee's decision shall be final.

#### **ARTICLE 9: PETITION CONDITIONS**

Any candidate who, during the election, is dissatisfied with the manner in which the elections were conducted may file a petition to the Petition Committee that must satisfy the following conditions;

- i. The Appeal must be made between 8:00AM and 4:00PM each day up to the third (3<sup>rd</sup>) working day after the results have been announced.
- ii. Must state the ground upon which the petition is premised and attach any piece(s) of evidence.
- iii. The Application shall be addressed to the Secretary of the Petition Committee.
- iv. No supporters shall be allowed in the petition hearing.

#### **NOTE:**

The petition process shall be an internal process of the Polytechnic and no external parties shall be allowed to attend.

#### **ARTICLE 10: BY-ELECTIONS**

- i. Shall be done where a petition is successful.
- ii. Where there is a tie in the number of votes cast for any given position, only those tying in votes qualify for the by-election.

- iii Shall be done within seven working days from the time the decision is arrived at by the Petition Committee.
- iv. Shall be carried out when two thirds (2/3) of the total trainee's population present pass a vote of no confidence in the entire council.

NB:

- a) If any post goes un-contested, the IEC shall re-advertise, vet and appoint to office the successful contestant within seven working days after the election.
- b) In the event a position falls vacant as a result of the following reasons;
  - ✓ Course completion
  - ✓ Deferment
  - ✓ Resignation
  - ✓ Disciplinary grounds
  - ✓ Expulsion
  - ✓ Death

The commission shall advertise the position/s, vet the candidates and appoint to the respective positions.

**ARTICLE 11: SWEARING-IN OF THE ELECTED COUNCIL**

Elected Council member(s) shall be sworn-in between 8 am to 4pm in an open public ceremony within the Polytechnic. The elected council member(s):

- i. Shall take their respective oaths of office.
- ii. May invite their friends and families with permission from the Principal.
- ii. Shall be sworn-in within eight (8) working days after the General election for non-petitioned positions.

**ARTICLE 12: VOTER ELIGIBILITY**

The trainee must have:

- i. Reported Online for the current term/session.
- ii. Registered for course units.
- iii. Registered at the Department (HOD to provide Evidence).
- iv. Formally registered for attachment.
- v. Must have trainee's ID and national ID or any other legal form of identification.

**ARTICLE 13: ASPIRANT ELIGIBILITY**

No trainee shall be allowed to contest:

- i. For any elective post in the Trainees' Organization if by so doing it will compromise his/her Academic performance.

- ii. Without demonstrating that class work would not suffer by obtaining an average mean mark of pass (50%) in the previous Polytechnic examinations.
- iii. If the trainee has not been in the Polytechnic for more than two consecutive terms/sessions.
- iv. If it is on record that the trainee is frequently late for lessons or rarely attends practical or laboratory sessions.
- v. If one has been suspended from the Polytechnic at any one time.
- vi. If at the time of elections, the trainee would not be present at the Polytechnic the next succeeding term.
- vii. If there is a proven Criminal record or a pending disciplinary case at the Polytechnic.
- viii. If he/she has suffered from mental sickness/temporary insanity or any other infirmity that may hinder his/her academic performance and leadership.
- ix. Members of the Council, upon successful completion of their term, are not eligible for reelection so as to pave way for new and fresh trainee leadership.



## **CHAPTER FOUR**

### **MEETINGS**

#### **ARTICLE 1: TRAINEES' COUNCIL MEETINGS**

- i. Shall be convened when necessary and must attain a quorum of 2/3 of the bonafide members.
- ii. All meetings shall be conducted in an orderly manner.
- iii. All meetings shall be conducted using the National official language. No use of abusive language shall be permitted.
- iv. Any member contravening Article 1(iii) shall be asked to withdraw and apologize, failure to which he/she may be forced out of the meeting.
- v. All cabinet and executive meetings shall be chaired by the president or deputy president or any member assigned by the president in his/ her absence.
- vii. Any member who misses two (2) consecutive meetings without valid reason or official notice to the chair shall face disciplinary action.

#### **ARTICLE 2: GENERAL RULES ABOUT THE MEETING**

- i. Any resolutions passed in a properly constituted manner shall be binding on the entire trainees' body.
- ii. If there is no quorum an hour after the set time, the President in consultation with the present members shall convene a meeting at an appropriate time. If lack of quorum still persists in the re-scheduled meeting, then the meeting aborts.
- iii. Any registered trainee may petition the Dean of Trainees to dissolve the Council for failure to meet as stipulated without any reasonable cause.
- iv. The notice of the meeting should be at least two (2) days before the meeting unless it is an emergency.

#### **ARTICLE 3: LIAISON MEETINGS**

- i. There shall be consultative meetings between the Council and the Members of the Administration to exchange views on the welfare of the trainees and general development of the Institute.
- ii. All matters taken to the Liaison meeting shall be as a result of discussion at either Executive Council or general meeting.
- iii. The Council shall report to the dean of trainees any matters discussed and resolutions made at such meetings

## CHAPTER FIVE

### FINANCES OF THE ORGANIZATION

#### ARTICLE 1: SOURCES OF FUNDS

The Organization finances shall be derived from the following sources;

- i. Each trainee shall pay a termly subscription of Kshs 300 or as approved by the Governing Council from time to time.
- ii. Any donation from well-wishers and grants directed to SINAPTO.
- iii. The Organization shall be entitled to funds received from income generating activities.
- iv. Any other legal sources associated with the above that may generate income to the Organization.

#### ARTICLE 2: MANAGEMENT AND USE

##### Section 1: Expenditure

The Organization's funds shall be used on the approved budget plans on the following areas;

- i. Clubs and societies activities.
- ii. Stationery.
- iii. Entertainment.
- iv. Administrative allowances.
- v. Airtime.
- vi. Council elections.
- vii. Cultural festivals.
- viii. Income Generating Activity.
- ix. Council Trip.

<b>Expenditure</b>	<b>Percentage</b>
Administrative allowances	30%
Class representative airtime	25%
Clubs and societies activities	10%
Council trip	

Council airtime	6%
Elections	6%
Cultural festivals	5%
Income Generating Activity	4%
Entertainment	2%
Stationery	2%

## **Section 2: Financial Books of Accounts**

There shall be;

- i. Petty cash book.
- ii. Voucher.
- iii. Cashbook.

### **NOTE:**

Any transactions on the above shall have supporting documents i.e. receipts, voucher, and a copy bearing the signature of the CS Finance and a list of recipients. Petty cash shall not exceed the amount prescribed by the Executive Council.

## **Section 3: Reserved Funds/Consolidated Funds**

- i. The funds shall be carried forward to the following financial period if available.
- ii. No reserved funds shall be withdrawn unless approved by the Executive Council.

## **Section 4: Signatories to the Organization Account**

- i. The Principal/Deputy Principal.
- ii. Dean of Trainees.
- iii. SINAPTO President/Deputy President.
- iv. Secretary General.
- v. Cabinet Secretary Finance.

## **Section 5: Allowances and Remuneration for Council Members**

- i. All Council members are entitled to payment of allowances based on the terms collection.
- ii. Every member is entitled to an airtime allowance on a termly basis upon approval by the Chief Principal.



- iii. The Cabinet Secretary Finance shall coordinate with the Finance Office through the Dean of Trainees to provide refreshment in every official and scheduled meeting. This will be done prior to the meeting.
- iv. Allowances and the end of term are to be paid as listed in Article 2 Section 6.
- v. The Council members and Class representatives shall be given airtime in the fifth (5<sup>th</sup>) week of the term.
- vi. The Council members allowances shall be paid in the ninth (9<sup>th</sup>) week of the term.
- vii. All the funds meant to manage the elections shall be released to the IEC through the Deans of Trainee's Offices.
- viii. Electoral commission/committee shall be paid after the date of election.

**Section 6: Distribution of Allowances and Remuneration**

<b>Post</b>	<b>Percentage</b>
The President.	7.0%
The Deputy President.	6.3%
Secretary General.	6.0%
Women Representative	5.1%
Cabinet Secretary Finance	5.5%
Cabinet Secretary Education	5.4%
Cabinet Secretary Environment, Health and Natural Resources.	4.9%
Cabinet Secretary Sports and Creative Arts.	4.9%
Cabinet Secretary Entertainment and Social Affairs.	4.9%
Speaker	4.0%
Departmental Senators 11 @ 3.3%	36.3%
Governor special needs	3.7%
Governor male hostel	3.0%
Governor female hostel	3.0%

## **CHAPTER SIX**

### **STANDING ORDER**

#### **ARTICLE 1: DISCIPLINE OF THE COUNCIL**

- i. Every member of the Council is expected to be disciplined and be the role model of the rest of the trainees.
- ii. Every member of the Council should adhere to the rules and regulations of the Polytechnic and the SINAPTO Constitution.
- iii. Every member of the Council should help in ensuring the discipline of all the trainees registered by the Institute.
- iv. Every member of the Council to attend all the Council meetings when called upon.
- v. Every member of the Council should ensure they discharge their duties diligently.
- vi. The Council shall work in unity as a team.
- vii. Every member of the Council should be good ambassadors of the Institution.

#### **ARTICLE 2: COMPOSITION OF AD HOC COMMITTEES**

- i. Their scope shall be defined at the time of formation.
- ii. The composition of these committees shall be determined at the time of formation. The composition shall be five (5) members.
- iii. The ad hoc committee shall be chaired by the Deputy President.
- iv. The Council shall appoint any four (4) members.

#### **ARTICLE 3: CONDUCT OF AD HOC COMMITTEES**

The members shall;

- i. Uphold integrity.
- iii. Hear and investigate trainee cases like theft, disagreement, use of abusive language and fighting where no serious injuries are involved.
- iv. Handle and make recommendations to the council and report to the Dean of Trainees for further action.

N/B All the proceedings shall be documented in minutes.

## **ARTICLE 4: ADVISORY COMMITTEE**

### **Section 1: Composition of the Advisory Committee**

It shall comprise of:

- i. Dean of Trainees – Chairperson.
- ii. Deputy Dean of Trainees - Deputy Chairperson.
- iii. Guidance and Counseling Coordinator.
- iv. SINAPTO President.
- v. SINAPTO Secretary General.
- vi. SINAPTO Women Representative.
- vii. SINAPTO CS. Education.

### **Section 2: Functions of Advisory Committee**

- i. It shall be the main link between the Siaya National Polytechnic Administration and SINAPTO.
- ii. Shall offer counseling to students on their conduct prior to or after warning has been given to the student by the Institution’s Disciplinary Committee.
- iii. Shall develop their own calendar of events for the term/session.

#### **NOTE:**

It shall be based at the Dean of Trainees’ office.

## **ARTICLE 5: RED CARD/FLAG ON UNETHICAL PRACTICE**

- i. Corruption.
- ii. Fraud.
- iii. Conflict of interest.
- iv. Embezzlement of Organization funds.
- v. Wrong invoicing.
- vi. Theft and pilfering.
- vii. Misuse and misappropriation of trainees’ resources.
- viii. Abuse of office.

**NOTE:**

Any member found culpable to the above practices stands suspended and may vacate the office upon verification by the Senate.

**ARTICLE 6: VOTE OF NO CONFIDENCE**

A vote of no confidence may be initiated against a Council member due to the following reasons;

- i. Gross misconduct and indecent behavior.
- ii. Absence from two (2) consecutive meetings without proper explanation.
- iii. Non-performance of duties assigned.
- iv. Persistent violation of the rules and the constitution.
- v. Absenteeism from place of duty for more than two (2) weeks without permission.

**ARTICLE 7: PROCEDURE FOR DISMISSAL OF A COUNCIL MEMBER**

**a)** Upon confirmation of any misconduct or failure to abide by the rules by a Council member, the Executive shall;

- i. Summon the member.
- ii. Communicate the verdict to the member.

**b) Form of Penalties**

- i. Suspension not exceeding one (1) term. (If a member is on suspension, he/she is entitled to receive one third (1/3) of the allowances).
- ii. Fine.
- iii. Forwarded to the Polytechnic Disciplinary Committee.

**NOTE:**

Notice pertaining to such issues shall be communicated to all trainees through a MEMO released by the Dean of Trainees’.

## CHAPTER SEVEN

### CLUBS AND SOCIETIES

#### ARTICLE 1: FORMATION OF CLUBS AND SOCIETIES

The trainees proposing to form a club or a society shall prepare a draft proposal which must include the following;

- i. Justification.
- ii. Objectives.
- iii. Interim office bearers and Patron/Matron.
- iv. A list of likely membership.
- v. Possible sources of funding.

The Patron/Matron and Interim office bearers shall then;

- i. In writing make an application signed by the Patron/Matron and the interim officials of the club.
- ii. Discuss the proposal with the Dean of Trainees and in consultation with a relevant Head of Department where need be.
- iii. Draw up the proposed club's or society's constitution.
- iv. Seek approval for the club and society from the Registrar (ATA) through the Dean of Trainees.

#### **Note:**

- i. Except for Christian Clubs, all other Clubs, Societies and Associations within the Institution may be registered with the Ministry of Social and Cultural Services within twenty-eight (28) days from the date of formation. A copy of Registration Certificate must be submitted to the Dean's office within the two (2) weeks from the date of issue.
- ii. Name of Clubs and Societies shall not resemble that of other clubs.

Upon registration and approval;

Clubs and Societies are entitled to a percentage share of the total amount of the SINAPTO funds on termly basis subject to approval of budget.

## **ARTICLE 2: RULES FOR CLUBS AND SOCIETIES**

- i. Clubs and societies may be formed for the advancement of the functions and objectives of the Polytechnic in accordance with laid down regulations.
- ii. No club and society shall be formed based on ethnic affiliations.
- iii. Clubs and societies shall be self-supporting in all financial matters.

## **ARTICLE 3: MANAGEMENT OF CLUBS AND SOCIETIES**

- i. All clubs and societies shall be managed in accordance with their approved Constitutions.
- ii. All scheduled activities must have prior approval of the Dean of Trainees. For these purposes a list of scheduled activities shall normally be forwarded to the Dean of Trainees at the beginning of each term.
- iii. Any Club and Society shall be required to present the names of the new office bearers to the Dean of Trainees through CS Entertainment and Social Affairs within fourteen (14) days after the Club and Society elections.

## **ARTICLE 4: GENERAL CONDUCT OF CLUBS AND SOCIETIES**

- i. Topics of discussion by outside guests shall be approved by the Principal through the Dean of Trainees.
- ii. Polytechnic facilities may not be used for Regional or National political campaigns.
- iii. Fund raising by trainees on campus shall not be allowed unless authorized by the appropriate Government authorities and approved by the Principal through the Dean of Trainees.

## **ARTICLE 5: DISSOLUTION OF CLUBS AND SOCIETIES**

The Dean of Trainees in consultation with the Registrar Academics shall have powers to dissolve the clubs or societies:

- i. If they engage in unlawful activities.
- ii. When the set objectives have been achieved.
- iii. If they engage in activities of personal interest or contrary to the objectives, mission, vision or rules of the Institution.

## **ARTICLE 6: CLUBS AND SOCIETIES SOURCES OF FUNDS**

Funds for the clubs will come from;

- i. Members contributions and registration amounts.
- ii. Donations from other legally recognized Organizations.
- iii. Fundraising approved by the Principal.

- iv. SINAPTO funds termly allocation.
- v. Any approved project run by the clubs and societies.

**Notes:**

- i. The funds should be used accountably in line with the Club's and Societies Constitution and policy regulating the use of funds.
- ii. The clubs and societies shall submit termly financial reports to the CS Finance and CS Entertainment and Social Affairs two (2) weeks before end of term.

## CHAPTER EIGHT

### REVIEW OF THE CONSTITUTION

#### ARTICLE 1: REVIEW OF THE CONSTITUTION

The Constitution shall be reviewed every three (3) years or when need arises, as circumstances may dictate.

##### Section 1: Minor Review

Review of part, clause or phrase in the constitution.

- i. A trainee through the Council can suggest the areas to be amended in the Constitution in writing with valid reasons, and subject to deliberation, such amendment can/shall be effected.
- ii. The Council can suggest the areas to be amended in the constitution in writing with valid reasons and subject to.
- iii. The Council shall nominate members of the *ad hoc* committee chaired by the Deputy President to look into the issues in concern.
- iv. After the review process the document shall be presented to the Dean of Trainees.
- v. The Dean of Trainees shall forward the document to the Principal for onward approval by the Governing Council.

##### Section 2: Major Review

Review of the whole constitution.

- i. Through proposals, the Council shall pass a resolution or by the vote of not less than 2/3 majority for the whole constitution to be reviewed.
- ii. The Deputy President shall nominate the trainees and the Dean of Trainees shall nominate staff who shall then be appointed by the Principal.
- iii. The review process of the Constitution shall be communicated to the trainees.
- iv. Upon completion of the process, the new Constitution shall be presented to the Principal for onward approval by the Governing Council.
- v. Upon adoption of the new Constitution for implementation, the Principal shall dissolve the Review Committee within a period of seven (7) days.

#### ARTICLE 2: COMPOSITION OF THE MAJOR REVIEW COMMITTEE

- i. Deputy Principal.
- ii. Dean of Trainees.
- iii. MR/IQAO.

- iv. ICT.
- v. Deputy President.
- vi. 3 Council members.
- vii. 3 Trainees' Representative.
- viii. PWD Representative.
- ix. Religious Representative.

### **GENERAL POINTS**

#### **Section 1:**

- i. Trainee's issues and suggestions shall be forwarded in writing either to the Secretary General or the Cabinet Secretary concerned.
- ii. The suggestion may form an item in the Agenda for the General Meeting. Such suggestions must have the name and signature of the individual for reference.
- iii. Trainees may use the designated Notice Board to organize activities for their welfare and to popularize ideas after approval from the Secretary General.
- iv. Peaceful means such as negotiation and arbitration shall be the only tools used by the Council to settle disputes.
- v. Where need be i.e. there is total vacancy in the council, the Dean of Trainee shall appoint trainee leaders (interim) to hold the offices shortly until the elections are done.

### **PRIVILEGES OF ORGANIZATION LEADERS**

- i. All Council Members and Class Representatives, upon completion of their terms of service should be issued with Responsibility Certificates stating clearly the position which they were holding and any other privileges deemed necessary by the executive committee of the Organization.
- ii. All Council members who have worked well will also enjoy a retreat trip to a designated place as will be approved by the Principal.







## **SINAPTO E-ELECTION PROCESS**

### **Application for Elective Positions.**

Online application for elective positions form is incorporated in the portal for interested applicants shall fill the form and attach their Student ID, National ID, passport sized photo and Valid Registration Form confirming their being in session (the system should automatically lock out those not reported for current session from applying).

### **Applications Receipt and Approval Workflow.**

- i. Once submitted, the application record goes to (Dean of Students for initial vetting, once approved, a form is generated (SIT/DOS/ELECT/F2) and it goes to HOD for comments then HOD forwards it to Finance for commenting then it is forwarded to) the Chairperson of Vetting Committee who will verify all the applications in a committee meeting before approving or rejecting (with reason) the system to deploy mechanisms to automatically check reporting status and fee policy enforcement and if possible, academic exam progress for all applicants and bar those who don't qualify from applying.
- ii. All applicants should be able to view the status of their applications via their portal accounts
- iii. The Committee will afterwards generate a list of qualified applicants, print and sign.

#### **a) Voter Eligibility and Voting Process**

- i. Verification will be done via system checks and workflows in that trainees will have to verify their details before accessing an online voting booth in the portal.
- ii. Only Trainees actively in session for the current term to be allowed to vote in the portal.
- iii. Voting process to be further decentralized to the portal to eliminate queues.
- iv. The voting system will now be accessible via voting booths in trainee's phones/laptops/desktops.
- v. The trainee prompt the system for a verification pin sent to their phone number and after verification be issued with a temporary password (E-voting pin) which they can only use once to log in and vote.
- vi. The trainee will find the menu for selecting various election contenders only within their allowable rights (for example trainees in mechanical should not be able to elect ICT senators).

- vii. The trainee will be prompted to confirm their choices for the various contenders before submitting their choice.
- viii. Trainees will be able to amend their choices before final submission.
- ix. Once submitted, the account will automatically log out and disable the online voting right from the trainee to prevent attempts at relogging in/revoting.
- x. The system will count and tally the votes as well as display them in real time on a special dashboard showing registered voters, voter turnout, votes cast for each candidate, etc. accessible to all trainees in the portal.
- xi. The elections committee will be able to define voting start and end timelines in the system.
- xii. Once the last vote is cast, the system will automatically generate an elections results tallying form similar to SIT/DOS/ELEC/F3 which will only be downloaded by the commissioner in their presence, verified and signed by the various agents, presiding and returning officers before being announced as the final results.
- xiii. Any dispute will be handled manually before signing of the results tallying form by the aggrieved parties.



# THE SIAYA NATIONAL POLYTECHNIC

P.O. BOX 1087 - 40600 SIAYA. TEL: 0768 509 509

Email: [info@siayapolytechnic.ac.ke](mailto:info@siayapolytechnic.ac.ke)

## **SINAPTO OATH OF OFFICE**

I ..... Admission Number: .....

Course: ..... in the Department of ..... in Siaya Polytechnic of Technology, hereby do swear that I shall execute my duties as the

..... and that I shall respect all legal authorities established, the Administration, the Non-teaching staff, Teaching and all Trainees.

I pledge to defend the Siaya Polytechnic Trainees Organization Constitution, to apply it faithfully and interpret it honestly.

**So, help me God.**

Signed: ..... Date: .....  
**Council Member**

Witness 1: ..... Date: .....  
**Oath Administrator**

Witness 2: ..... Date: .....  
**Dean of Trainees**

Witness 3: ..... Date: .....  
**Principal/Deputy Principal**



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## ELECTION CLEARANCE FORM (SINAPTO)

POST: .....

NAME OF CANDIDATE: .....

ADMISSION NUMBER: ..... DEPARTMENT: .....

COURSE: ..... YEAR OF ADMISSION: .....

DATE OF COURSE COMPLETION: .....

SIGNATURE OF CANDIDATE: .....

H.O.D's REMARKS

.....  
.....

ACADEMIC PERFORMANCE: .....

CHARACTER OF TRAINEE: .....

ANY OTHER REMARKS: .....

.....

SIGN: ..... DATE: ..... STAMP: .....

DEPUTY PRINCIPAL APD REMARKS .....

.....

OFFICIAL STAMP: .....

DATE: .....

**OFFICIAL USE ONLY (ELECTORAL COMMISSION)**

RECEIVED BY: .....

TIME OF RETURN: .....

DATE OF SUBMISSION: .....

COMMISSIONS REMARKS ON CLEARANCE

.....  
.....  
.....

CHAIR: ..... SIGN: ..... DATE: .....



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## ELECTION RESULT FORM

### POST: PRESIDENT

Candidate(s)	Agent(s)	Votes

SPOILT: .....

TOTAL CAST: .....

### POST: DEPUTY PRESIDENT

Candidate(s)	Agent(s)	Votes

SPOILT: .....

TOTAL CAST: .....

**POST: SECRETARY GENERAL**

<b>Candidate(s)</b>	<b>Agent(s)</b>	<b>Votes</b>

SPOILT: .....

TOTAL CAST: .....

**POST: WOMEN REPRESENTATIVE**

<b>Candidate(s)</b>	<b>Agent(s)</b>	<b>Votes</b>

SPOILT: .....

TOTAL CAST: .....

**POST: CABINET SECRETARY FINANCE**

Candidate(s)	Agent(s)	Votes

SPOILT: .....

TOTAL CAST: .....

**POST: CABINET SECRETARY EDUCATION**

Candidate(s)	Agent(s)	Votes

SPOILT: .....

TOTAL CAST: .....

**POST: CABINET SECRETARY ENVIRONMENT, HEALTH AND NATURAL RESOURCE**

Candidate(s)	Agent(s)	Votes

SPOILT: .....

TOTAL CAST: .....

**POST: CABINET SECRETARY SPORTS AND CREATIVE ARTS**

Candidate(s)	Agent(s)	Votes

SPOILT: .....

TOTAL CAST: .....

**POST: CABINET SECRETARY ENTERTAINMENT AND SOCIAL AFFAIRS**

<b>Candidate(s)</b>	<b>Agent(s)</b>	<b>Votes</b>

SPOILT: .....

TOTAL CAST: .....

**POST: GOVERNOR SPECIAL NEEDS**

<b>Candidate(s)</b>	<b>Agent(s)</b>	<b>Votes</b>

SPOILT: .....

TOTAL CAST: .....

**POST: GOVERNOR FEMALE HOSTEL**

Candidate(s)	Agent(s)	Votes

SPOILT: .....

TOTAL CAST: .....

**POST: GOVERNOR MALE HOSTEL**

Candidate(s)	Agent(s)	Votes

SPOILT: .....

TOTAL CAST: .....

**POST : DEPARTMENTAL SENATORS : .....**

<b>Candidate(s)</b>	<b>Agent(s)</b>	<b>Votes</b>

SPOILT: .....

TOTAL CAST: .....

**NAME: ..... SIGN: ..... DATE: .....**  
**PRESIDING OFFICER**

**NAME: ..... SIGN: ..... DATE: .....**  
**RETURNING OFFICER**

**NAME: ..... SIGN: ..... DATE: .....**  
**SINAPTO ELECTION COMMISSION CHAIRMAN**



## THE SIAYA NATIONAL POLYTECHNIC

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### CLUBS/ SOCIETIES PROPERTY/FUNDS DECLARATION FORM

*To be done in Triplicate:*

- i. Original copy to the Dean of Trainees*
- ii. Copy club file*
- iii. Copy retained by the CS Finance file*
- iv. Copy retained by the CS Entertainment and Social*

*To be filed termly or when new office gets in.*

**A. Name of club**.....

Name of officials:

No.	Name	Adm no	Post

Membership at the time of declaration in number.....

**B. Assets/ Property**

No	Name of assets	Model	No of item	Condition	Remarks

**C. Finances (in Kshs)**

Termly collection	Amount	Amount spent	Balance
Term one			
Term two			
Term three			

Remarks from the Patron: .....

.....

.....

.....

Name..... Sign: ..... Date: .....

Name..... Sign: ..... Date: .....

**Chairperson:**

Name..... Sign: ..... Date: .....

**Secretary:**

Name..... Sign: ..... Date: .....

**Dean of Trainees**



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## CLUBS AND SOCIETIES MEMBERSHIP FORM

Period / Term: ..... To: .....

Name of Club: .....

Name of Patron: ..... P/F No: ..... Sign: .....

### List of Officials

No	Name	Adm no	Post	Sign

### List of members

No	Name	Adm no	Post	Sign





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## **THE CONSTITUTIONAL REVIEW COMMITTEE - TRAINEES**

S/NO	NAME	ADM NUMBER	POSITION
1	CELESTINE ACHIENG'	DSWK/0383/M23	PRESIDENT
2	PETER ONANGA	CVL6/0758/S23	CS FINANCE
3	TOBIAS GODFREY	DBLD/0152/S22	MEMBER

## **THE CONSTITUTIONAL REVIEW COMMITTEE - STAFF**

S/NO	NAME	POSITION
1	FLORENCE OKEYO	DEPUTY PRINCIPAL ATA
2	HELLEN OKOTH	DEAN OF TRAINEE AFFAIRS
3	ROBERT MWAGI	MANAGEMENT REPRESENTATIVE
4	MILLICENT AWITI	DEPUTY DEAN OF TRAINEES
5	MAXWELL OMONDI	DEPUTY DEAN OF TRAINEES
6	KEVIN MUSOLI	ICT



# THE SIAYA NATIONAL POLYTECHNIC

P.O. BOX 1087 – 40600, SIAYA. TEL. +254 768509509/+254 112814143

Website: [www.siyapolytechnic.ac.ke](http://www.siyapolytechnic.ac.ke)

## OFFICE OF THE REGISTRAR - ACADEMICS AND TRAINING AFFAIRS

### 1. RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF TRAINEES (ABRIDGED VERSION).

#### Preamble

- i. These rules and regulations are in accordance with chapter 7 of the Academic Policy as per the Board of Governors resolution on August 10, 2018. All trainees must acquaint themselves with the Academic Policy that provides all details and procedures regarding Rules and Regulations of the conduct of trainees at The Siaya National Polytechnic.
- ii. These rules and regulations are meant to bring order and harmony in the Institution and make the life and stay of trainees enjoyable. They are meant to enable the polytechnic function effectively for ALL its trainees, staff, residents and the community. Trainees are required to sign the form in appendix 1 to confirm that they have read and understood, and will abide by the rules and regulations as **stipulated**.
- iii. We consider our trainees to be mature and responsible adults who have sense of maturity. Decent behavior, decent dressing, commitment to work, respect to self and to others and obedience to authority are to be displayed by all without supervision. However, minority of trainees may lack these traits and may need to be guided along a set of rules.
- iv. All trainees must obey, respect and follow instructions from members of staff.
- v. These rules and regulation are made by the Academic Committee and the Institution governing council (GC.) in accordance with the provisions of the TVET Act whose objective and purpose are among others; to provide for the control governance and administration of the Institute.
- vi. The Principal as per the Act shall be responsible to the GC. for the general conduct and discipline of the trainees.
- vii. These regulations shall apply to ALL trainees of the Polytechnic subject to any necessary changes therein. All trainees shall be required to read and abide by these regulations as well as with regulations in general.
- viii. These regulations shall not preclude the Institution from requiring any trainee to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the Polytechnic.

- ix. Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

## **2. The Conduct of Trainees**

The following provisions shall apply with respect to the conduct of trainees within and outside the Institution precincts.

## **3. General Conduct**

- i. Respect and adhere to the administrative and academic rules, procedures and structures established by the TVET Act 29 of 2013 and SIT legal order for the control governance and operations of the Institute.
- ii. Respect the rights and privileges of the members of the Institution community at all times.
- iii. Refrain from any conduct that might bring the Institution or any section or programme thereof into disrepute or public odium.
- iv. Carry themselves in all public places or forum with such humility and dignity as befits their status as mature and responsible citizens.
- v. Wear acceptable and appropriate attire as prescribed in the dress code at all times and in particular while attending lectures, practical sessions or at any other Institution functions.
- vi. In particular trainees are advised to groom appropriately at all times and should treat their presence in class, laboratories or workshops during training or learning or private study as official functions and present themselves formally with untoward dressing or hairstyle and excessive ornaments.
- vii. Note that food must only be eaten in the dining hall or at designated restaurants and canteens.
- viii. All trainees should maintain cleanliness in the Institution by keeping hostels, laboratories, workshops and hostels clean and tidy. Litter should not be thrown anyhow except in strategically positioned waste dustbins
- ix. All trainees are encouraged to participate in various games and sports activities during games times. Polytechnic rules and regulations are to be observed when teams go out to represent the Polytechnic.
- x. The Institution is a DRUGS FREE ZONE. There shall be no tobacco smoking or alcohol drinking or use of illicit drugs within the premises in the Institute such as Dining hall, Dormitories, Classrooms, Laboratories, Workshops and Drawing rooms.
- xi. Trainees should respect other's freedom of worship. Where certain religious beliefs and rites conflict with these regulations, the rules of the Institution shall prevail as long as they do not contradict any laws of the Republic of Kenya.
- xii. Extreme religious inclination such as radicalization is not permitted.
- xiii. Staff washrooms, non-teaching and teaching staff compounds or any other designated are out of bounds to all trainees.

- xiv. Fighting, use of abusive language, possession of drugs (such as bhang, marijuana, shisha, kuber, mirraa (khat)), changaa, busaa, being drunk and disorderly in the Institute premises and stealing are prohibited.

#### **4. Criminal Offences**

- i. The Institution has no right of exclusive jurisdiction over its trainees in criminal matters and other offences covered by law.
- ii. All crimes and other offences under the laws of Kenya, (THE PENAL CODE CAP 63) shall be reported to police. These shall include the following:
  - Offensive SMS and Cyber crimes
  - Being drunk and disorderly
  - Drug abuse/possession of illegal brew
  - Drug trafficking
  - Fighting (Affray)
  - Possessions of dangerous weapons e.g. daggers, arrows, guns etc.
  - Assault causing bodily harm
  - Arson, attempt to commit arson or attempt to destroy or damage property
  - Theft and other related offences e.g. robbery and extortion
  - Unauthorized picketing, rioting. Obstruction to perform duty
  - Organizing unlawful demonstrations/processions/incitement
  - Rape or attempted rape
  - Kidnapping/abduction, detentions
  - Sexual harassment, indecent assaults, defilement
  - Impersonation and false pretenses
  - Forgery, fraud, counterfeiting
  - Illegal/unlicensed trade e.g. hawking
  - Trespass
  - Aiding suicide and attempting suicide
  - Concealing birth, killing of unborn child and abortion
  - Subversion/treason
  - Murder, manslaughter
  - Notwithstanding any action that may be taken by the police under the forgoing paragraph, the Institute may take independent disciplinary measures for both in and outside campus.

## 5. Enforcement

- i. These Rules and Regulations Governing the Conduct and Discipline of Trainees are applicable to all trainees registered in the Institution for all programs of Study as determined by the Academic Committee.
- ii. All trainees are required to read and sign the Declaration of Undertaking provided with the rules and regulations in the joining instructions.

A handwritten signature in black ink, appearing to be 'D. S. S.', written over a horizontal line.

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*Principal/Secretary, Governing Council.*